



2017 GENERAL INFORMATION, POLICIES AND PROCEDURES FOR GROUP RESERVATIONS AND USE OF COUNTY BEACH FACILITIES

POLICY/PURPOSE

With the objective of maximizing the effective, efficient, and safe operation when groups come to use the Waukesha County Park System Beaches, we have assembled our policies and procedures for group visits. Waukesha County has lifeguard staffed beaches at the following Parks: Menomonee, Fox Brook, Muskego, and Naga-Waukee. See our website for more information: www.waukeshacountyparks.com

GROUP VISIT RESERVATION APPLICATION PROCESS AND FEES

A "Group Reservation Application Form" must be submitted to the Waukesha County Park System a minimum of one week prior to the requested visit date. This allows us to adequately staff the beach and manage the capacity of the beach to ensure effective, efficient, and safe as possible operation. An approved/confirmed application form will be provided to the group by either email (preferred), fax, or mail and the approved copy must be presented to the Head Lifeguard upon your arrival on the day of your visit. Groups that do not fill out a form at least one week prior will be asked to fill one out upon arrival to the facility – but will only be allowed to swim if the current capacity of the beach can accommodate them that specific day at the last minute.

**Park Entrance Fees: \$22.00 per bus per day (bus is defined as a 11+ passenger vehicle)
\$4.00 per car per day**

If interested, groups may reserve a picnic area (if available) that is in close proximity to the beach at most locations. Group reservation fees can be found on our website at www.waukeshacountyparks.com. A reserved picnic area is not a requirement, but it does ensure a specific area to assemble your group. Most locations have a grass area around the beach that groups can assemble, yet those are all first come first serve and we ask that groups be considerate of our other beach users.

SUPERVISION

Waukesha County Park System lifeguards and staff are assigned to correct rules infractions and provide emergency rescue services for facility patrons and not to provide direct supervision of children associated with youth groups visiting the beach. Minimum adult/staff ratios have been established for visiting youth groups as indicated below (in compliance with WI Administrative Code DCF 251):

- One adult/staff (16 years or older) per 12 children must be provided.
- For children 4-6 years of age 1:6
- For children 3 years of age 1:4
- For children under 3 years of age 1:1
- Lower ratios are recommended if the group includes weak swimmers.
- When a mixed age group of children are swimming, the staff-to-child ratio shall be adjusted based on the number of children in the water and each child's age.

Groups must emphasize and monitor constant supervision and it is expected that leaders be in the water with the children whenever possible.

FACILITY RULES

Groups must comply with all beach rules which are listed on the next page. These rules should be shared with your group prior to your arrival to the park, and will also be reviewed with your group the day of your visit by the Park Ranger or designated Head Lifeguard on duty. Carry-in food and drinks are allowed in the facility but must be consumed on the grass area (away from the sand beach). A concession stand is available to purchase food and beverages. If you lose someone in your group, please notify a lifeguard immediately so they can activate our Emergency Action Plan for a Lost Child/Patron.

PAYMENT

Groups must have cash or check available the day of the visit to pay the park entrance fee upon arrival to the park (checks payable to "Waukesha County Park System"). Payment is due upon arrival to the park, unless other prior arrangements have been made with Park System Administrative staff.

WEATHER/CANCELLATIONS

Waukesha County Park System beaches will not be open if: weather conditions are too chilly; if attendance is extremely low; if lightning or thunder are evident; if water quality testing results are poor; and/or if the Park System Staff or Head Lifeguard on duty decides the conditions are otherwise unsafe. Refunds for Park Entrance Fees are not given if the beach closes due to weather conditions once a group has entered the park. If the weather

seems uncertain for a scheduled visit, groups may cancel or reschedule the visit for another day by contacting the Waukesha County Park System Administrative office (262) 548-7801. Water quality results are posted on the County website or can be received by calling the Administrative office.

WAUKESHA COUNTY PARK SYSTEM BEACH RULES

MAIN BEACH RULES (apply to all Parks)

1. Swimming hours - 11:00 a.m. to 7:00 p.m. daily. No swimming when guards are not on duty.
2. No glass or metal containers allowed in beach area, including NO ALCOHOL!
3. Water flotation devices of any kind are NOT permitted. Coast Guard approved lifejackets or vests are allowed, but only if an adult is within arm's reach at all times.
4. Carry-in Water Craft (canoes/kayaks, etc.) are allowed in all parks, but must stay beyond 100 feet of the designated swimming and beach areas.
5. No activity will be allowed that jeopardizes the safety or well-being of beach patrons (any sports activity other than swimming).
6. Non-swimmers are restricted to the area so designated. Children Under the age of 6 must be within arm's reach of an adult at all times.
All persons 14 years of age and under (or any age if lifeguard feels it is necessary) may be asked by the lifeguards to demonstrate their swimming proficiency if they desire to swim in the deep sections at Menomonee, Fox Brook, and Muskego Parks.
SWIM TEST POLICY: Swimmers must demonstrate proficient front stroke for at least 20 yards continuously, no stopping and/or feet touching the bottom. Only one test may be taken per person per day. Individuals who pass the swim test will be issued a wristband to be worn in deep section.
7. Patrons of the beach are to speak to the lifeguards only in the case of an emergency, and are in no way permitted to interfere with the execution of the guard's duties.
8. Lifeguards may clear the area at any time in case of an emergency (everyone out of the water or away from the beach). Lifeguards may clear the area for emergency drill and safety check for a specified amount of time. Twenty minute "safety checks" are held at 1:00 pm, 3:00 pm, and 5:00 pm daily.
9. In the event of a storm or other adverse weather conditions, the beach will be closed by the person in charge.
10. Any person exhibiting a health condition which could be detrimental to the well-being of himself or others will be removed from the area at the discretion of the Head Lifeguard, Senior Lifeguard or Aquatic Supervisor. Examples: wounds, infection, illness or exhaustion.
11. Intoxicated persons will not be allowed to enter or to remain in the beach area.
12. Patrons shall obey the lifeguards at all times.
13. No animals allowed on the beach area, except for service animals.
14. Patrons must wear proper swimming attire (a swimming suit). Wet suits are allowed. Any clothing that impedes swimming ability is not acceptable.
15. No baths or use of shampoo and/or soap will be allowed in swimming area.
16. Hanging on the buoys or buoy lines is prohibited.
17. No running dives. Diving is permitted from designated docks or diving boards only.
18. Scuba diving permitted in designated areas only – permit required.
19. No smoking is allowed within 40 feet of designated swimming and beach areas. There is also no smoking allowed in, or within a 40' feet radius of, buildings/beach houses.

RAFT/DIVING BOARD RULES (Menomonee & Fox Brook Parks)

- Raft:
1. No running or pushing.
 2. No flips or back dives, forward entries only.
 3. No swimming under raft.

- Diving Board:
1. One person on diving board at a time.
 2. No flips or back dives, forward entries only.
 3. Must go off the end of the board.

DOCK RULES (Muskego Park)

1. No running or pushing
2. Only forward entries permitted.
3. One person jumps at a time



**Waukesha County
Park System**

Waukesha County Park System
515 West Moreland Blvd Room AC230
Waukesha WI 53188
(262) 548-7801 (Administrative Office)
(262) 896-8071 (FAX)
Email: hglainyk@waukeshacounty.gov

**WAUKESHA COUNTY PARK SYSTEM BEACHES
GROUP RESERVATION APPLICATION FORM**
(please complete one form per date requested)

NAME OF GROUP _____

CONTACT PERSON _____

CELL PHONE NUMBER (for use the day of trip) _____

EMAIL ADDRESS _____

FAX NUMBER _____

MAILING ADDRESS _____

REQUESTED DATE OF VISIT _____

BEACH LOCATION (circle): Fox Brook Menomonee Muskego Naga-Waukee

APPROXIMATE TIME OF ARRIVAL TO BEACH AREA TO SWIM _____

APPROXIMATE TIME OF DEPARTURE FROM BEACH AREA _____

NUMBER OF CHILDREN IN GROUP _____

AGE RANGE OF CHILDREN _____

NUMBER OF ADULT CHAPERONES _____

***note ratios on General Information Form attached

SPECIAL NEEDS OR CONCERNS _____

As the designated group representative, I (we) understand and agree to comply with the conditions/information contained in the "General Information, Policies, and Procedures for Group Reservations and Use of the Waukesha County Park System" and the "Beach Rules for the Waukesha County Park System" provided to me by Waukesha County Park System and accept full responsibility of the designated group while at the Waukesha County Beach Facility..

Applicant Signature

Date

OFFICE USE ONLY

DATE REC'D _____ BY: _____

COPY TO: _____ Park Program Specialist / _____ Head Lifeguard